

APPENDIX 10

HONORARY AWARDS AND OTHER METHODS OF RECOGNITION **(ALL TECHNICIANS)**

1-1. The Presidents Award For Distinguished Federal Civilian Service.

a. This is the highest award granted under the Federal Incentive Awards Program. This award is granted by the President of the United States and consists of a gold medal and citation. The achievements upon which a nomination for this award are based should have current impact on improved Government operations or serving the public interest, and exemplify one or more of the following:

(1) A display of imagination in developing creative solutions to problems of Government.

(2) A display of courage in persevering against great odds and difficulties.

(3) High ability in accomplishing extraordinary scientific or technological achievement in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country.

(4) Long and distinguished career service.

b. To be eligible, a technician must have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service Award and the Department of Defense Distinguished Civilian Service Award. Nominations must be personally endorsed by the State Adjutant General. Details and submission dates will be announced by NGB-HR after receipt of information from the Office of Personnel Management.

1-2. Department of Defense Distinguished Civilian Service Award

a. The Secretary of Defense annually presents this award to six civilian employees of the Department of Defense whose careers reflect exceptional devotion to duty, and significant contributions of broad scope to the efficiency, economy or other improvements in the operations of DoD. This award consists of a gold medal and citation personally signed by the Secretary of Defense. Awards are made in two categories: for contributions or achievements primarily in the scientific field, or for contributions or achievements in fields other than scientific.

b. Nominees should be made from among those technicians who have already received the department of the Army or the Air Force Decoration for Exception Civilian Service. Nominations must be personally endorsed by the State Adjutant General. Details and submission dates will be announced by NGB-HR.

1-3. **Decoration For Exceptional Civilian Service.**

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery and must be submitted within 6 months after completion of the period to be cited. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplished assigned duties of major program significance to the Department of the Army or the Department of the Air Force in such a manner as to have been clearly exceptional or outstanding among all who have performed like or similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of the Departments of Army, Air Force or Defense and the Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army or Air Force programs in terms of highly successful accomplishments of mission or in major redirection of objectives or accomplishments to meet unique or emergency situations.

b. Retirement, separation or long periods of service may not be used as a sufficient basis for this award. With the exception of nominations for bravery, nominations will not normally be considered unless the technician has established a pattern of excellence as demonstrated by receipt of such prior recognition as the Department of the Army or the Air Force Meritorious Civilian Service Award or other equivalent recognition from another Federal agency. Details regarding nominations for this award may be obtained from NGB-HR.

1-4. **Meritorious Civilian Service Award.**

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. The Chief, National Guard Bureau is the approval authority for this award. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplishing supervisory or non-supervisory duties in an outstanding manner, setting a record of achievement and inspiring others to improve quality and quantity of their work.

(2) Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time space, materials, other items of expense or in improving safety or health of technicians.

(3) Achieving outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

(4) Exhibiting unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

b. Retirement, separation or long periods of service will not be used as a sufficient basis for this award.

c. Nominations must contain specific examples of the technician's accomplishment and the benefits derived in sufficient detail to be easily understood. Nominations, along with a proposed citation, will be submitted to NGB-HR using an NGB Form 32 (original and four copies).

1-5. **Presidential Recognition Program.** Technicians whose contributions (suggestion, invention or special achievements) are beyond job requirements and result in first-year measurable benefits of \$10,000 or higher or represent exceptional management improvement contributions of equal benefit to the Government in areas that have high Presidential interest and concern, are eligible for personal letters of commendation from their President. Nominations may be made for an individual, small working group or for a team achievement that has received recognition under this regulation. NGB-HR will prepare nominations for this program.

1-6 **Certificates of Achievement.** Certificates of achievement will be initiated by the technician's immediate supervisor, concurred by the next level supervisor and approved by the official designated under part I of the National Guard Performance Appraisal Regulation.

1-7. **Awards By Non-Federal Organizations.** Nominations for the following awards will be submitted to NGB-HR for review and processing:

- a. Arthur S. Fleming Award
- b. William A. Jump Memorial Award
- c. GEICO Public Service Award

Details and submission data will be announced by NGB-TN.

1-8. **Other Methods of Recognition.**

a. Letters of appreciation or commendation may be granted by supervisors for specific instances of above-standard performance or work achievements by an individual technician or group of technicians that warrant special recognition, but does not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirements for a cash award).

b. NGB Form 999, Certificate of Retirement, is presented when a technician retires from the Federal service. The State Adjutant General will sign the NGB Form 999.

1-9. **Payment, Program Promotion, Reports and Records Payment of Awards**

a. All cash awards to technicians will be financed from Federal funds locally available within the State.

b. All monetary awards will be paid at the earliest practicable date after the adoption of a suggestion or the first day of the pay period after approval of any other cash award. The movement of personnel, after recommendation of an award that requires higher echelon approval, does not change the financial responsibility of the recommending organization for payment of the full award. The finance office at the losing installation will forward the check for the cash award to the technician's new installation for presentation.

c. Cash awards are considered obligations that must be met, except where the granting of an award would cause an over-obligation on the State.

d. Cash awards are treated as additional income; therefore, taxes will be withheld in accordance with established regulations.

e. Regardless of the reason for separation from employment, an unpaid cash award will be treated as an amount due and will be processed in accordance with established regulations.

1-10. **Promotional Materials.** As much as fiscally feasible, maintain an adequate budget to assure prompt action on awards and effective promotion and publicity of the program.

1-11. **Records.** Incentive award records will be maintained in accordance with The Guide to Personnel Recordkeeping.